



TANZA WATER DISTRICT

WATER QUALITY CONTROL PROCEDURE

Type of Document:	Quality Management System Procedures			
Document No.	TWD-QP-WRP-001	Rev. no.	Ø	Page 1 of 5

Execution Date	Rev. No.	Revision Type	Change Description	Page Affected	Originator
Nov. 4, 2016	Ø	New	Newly established in accordance to the ISO 9001:2015 requirements.	-	ISO Facilitator

Prepared by:

Handwritten signature of Erwin A. Tec.

ERWIN A. TEC

Originator

Verified by:

Handwritten signature of Karen P. Maestrado.

KAREN P. MAESTRADO

ISO Facilitator

Approved by:

Handwritten signature of Myrna P. Bobadilla.

ENGR. MYRNA P. BOBADILLA

General Manager

This document is a sole property of Tanza Water District. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from Tanza Water District.

Only documents with standard stamps of Tanza Water District are considered official.

Registration Mark	Tanza Water District	Distribution Mark	
OCT 27 2016		NOV 02 2016 CONTROLLED COPY	<i>This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for your updated copy.</i>



Water Quality Control Procedure

Document No.	TWD-QP-WRP-001
Revision Level	Ø
Page	Page 2 of 5

1.0 OBJECTIVE

The purpose of this procedure is to establish the appropriate process of water treatment to ensure the quality and potability of water supplied to the customers of Tanza Water District.

2.0 SCOPE

The procedure covers the method of preparation of chemical treatment to the testing if the parameters confirm to the standards set by the Philippine National Standard for Drinking Water

3.0 DEFINITION OF TERMS

- 3.1 Chlorine Dioxide (ClO_2) – a heavy reddish-yellow gas ClO_2 used especially as a bleach and disinfectant.
- 3.2 Residual Test – water test/examination used to check the presence of bacteria in the water.
- 3.3 Chlorinator – an equipment used to distribute the chlorine dioxide to the water lines for a clean water supply.
- 3.4 Microbiological Test – refers to the studies and tests relating to very small living things such as bacteria and effects on people.
- 3.5 Physical and Chemical Test – checking the physical condition of the water according to the Philippine National Standards for Drinking Water (PNSDW).
- 3.6 Philippine National Standards for Drinking Water (PNSDW) – it is mandated by the Department of Health to minimize the risk of health hazards and to establish a safe and clean drinking water.

4.0 REFERENCE DOCUMENTS

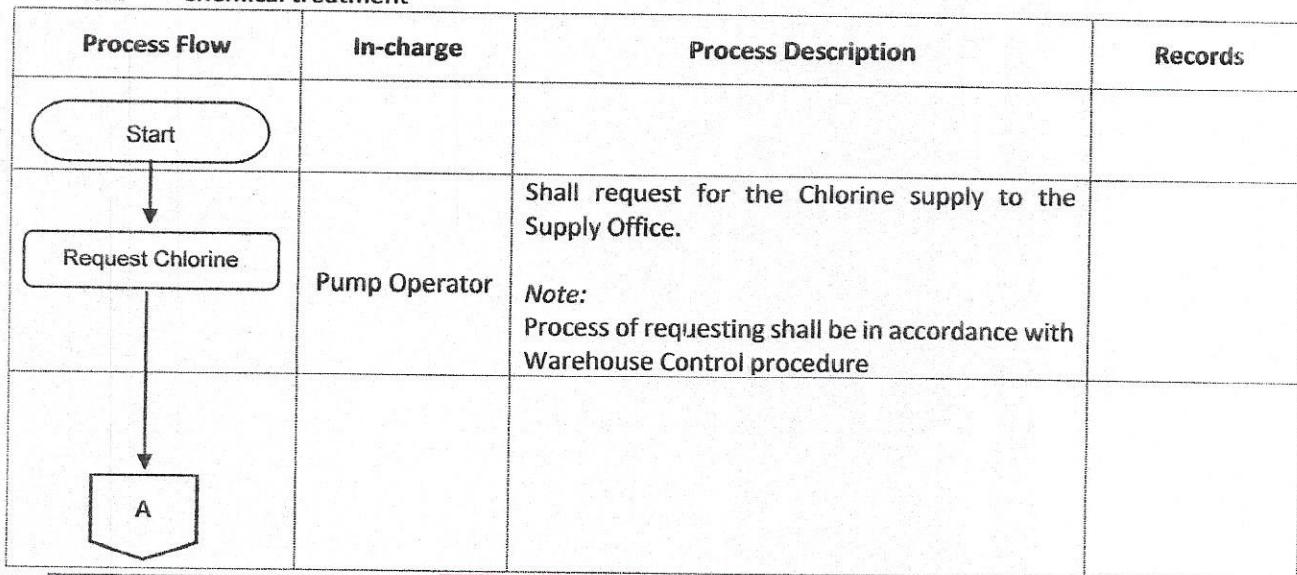
- 4.1 Water Supply Control Procedure

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Division Head is in-charge and authorized for the process of the procedure.

6.0 PROCEDURE DETAILS

- 6.1 Chemical treatment

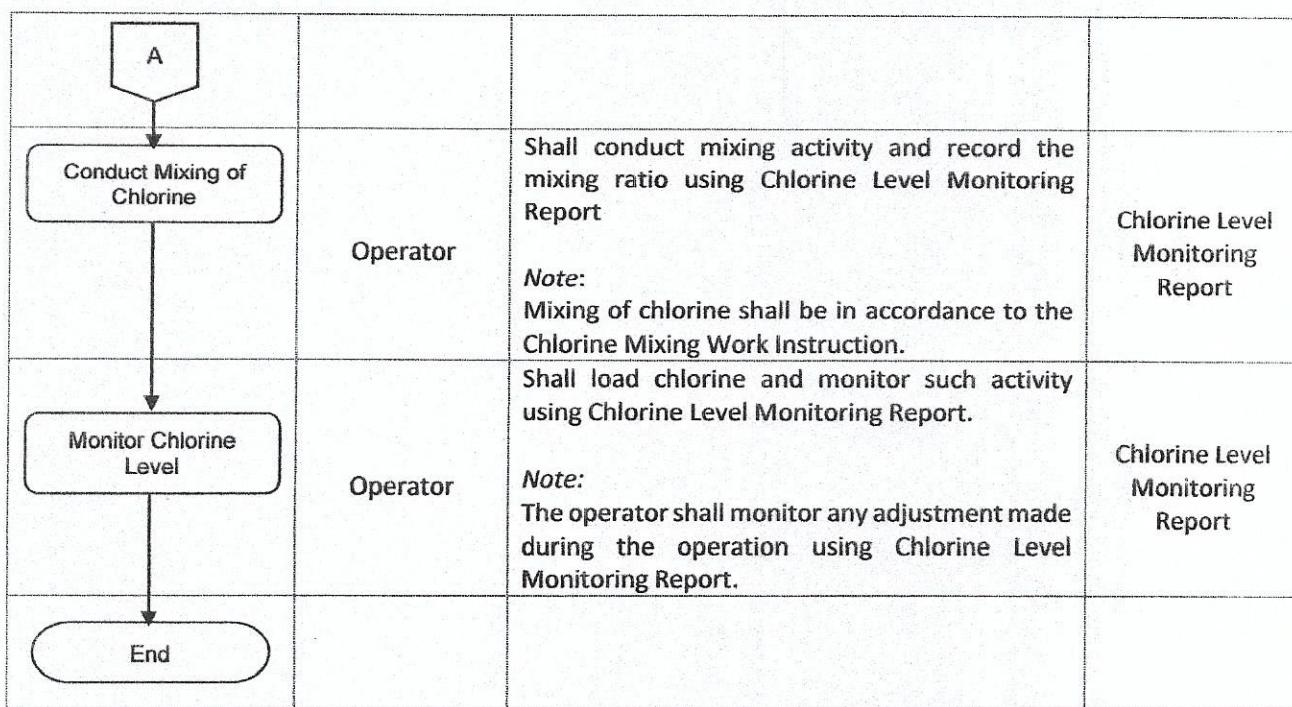


Tanza Water District Registration Mark: OCT 27 2016 MASTER COPY	Tanza Water District Distribution Mark: NOV 02 2016 CONTROLLED COPY	This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for your updated copy.
---	---	--



Water Quality Control Procedure

Document No. : TWD-QP-WRP-001
 Revision Level : Ø
 Page : Page 3 of 5



6.2 Chlorine Residual Test

Process Flow	In-charge	Process Description	Records
<pre> graph TD Start([Start]) --> B[Conduct Residual Test] B --> C[Record of Residual Testing] C --> D[Submission of Water Quality] D --> End([End]) </pre>			
	Pump Operator	Shall conduct Residual Testing following the work instruction for residual testing.	
	Pump Operator	Shall record the result of residual test in the Chlorine Level Maintenance Report.	Chlorine Level Maintenance Report
	Pump Operator	Shall submit a Water Quality Monitoring Report to the Water Resources, Planning & Design Division Manager.	Water Quality Monitoring Report

<i>Registration Mark:</i>	Tanza Water District
OCT 27 2016	
MASTER COPY	

<i>Distribution Mark:</i>	Tanza Water District
NOV 02 2016	
CONTROLLED COPY	

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for your updated copy.



Water Quality Control Procedure

Document No.	TWD-QP-WRP-001
Revision Level	Ø
Page	Page 4 of 5

6.3 Physical, Chemical and Microbiological Testing of Water

Process Flow	In-charge	Process Description	Records
	WRPD Division Manager	Shall schedule the performance of water quality testing using the Testing Schedule Monitoring.	Testing Schedule Monitoring
	WRPD Division Manager	Shall extract samples from all pumping station according to the Testing Schedule Monitoring. <i>Note:</i> 1) Shall follow the Work Instruction for Microbiological and Physical and Chemical Test. 2) A sampling of at least (2) concessionaires per pump station shall be extracted by the WRPDD Division Manager every month.	
	WRPD Division Manager	Shall record the details of extraction in the Water Quality Monitoring Report.	Water Quality Monitoring Report
	WRPD Division Manager	Shall prepare a Sample Transmittal Slip and forward the water samples to accredited testing agency.	Water Quality Monitoring Report
	WRPD Division Manager	Record the result of the microbiological and physical and chemical test of water samples in the Water Quality Monitoring Report. <i>Note:</i> All failed testing shall be treated in accordance with the Control of Non-Conforming Procedure.	Water Quality Monitoring Report

Tanza Water District <small>Registration Mark:</small> OCT 27 2016 MASTER COPY

Tanza Water District <small>Distribution Mark:</small> NOV 02 2016 CONTROLLED COPY

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for your updated copy.



Water Quality Control Procedure

Document No. : TWD-QP-WRP-001
Revision Level : Ø
Page : Page 5 of 5

6.4 Reports

Reports	Frequency	Responsible
Pumping Station Monitoring Checklist	Daily	Operator
Pump Operation Checklist	Daily	Operator
Water Quality Monitoring	Daily	Operator
Microbiological Test	Monthly	External Source
Physical Chemical Test	Biannual	External Source

7.0 PERFORMANCE INDICATORS

7.1 The Division Head shall ensure that all specimen is properly labeled.

8.0 ATTACHMENTS AND FORMS

- 8.1 Water Quality Monitoring Report
- 8.2 Chlorine Level Maintenance Report
- 8.3 Testing Schedule Monitoring
- 8.4 Pumping Station Monitoring Checklist
- 8.5 Sample Transmittal Slip
- 8.6 Pump Operation Checklist

Registration No.: Tanza Water District	Distribution Mark: Tanza Water District NOV 02 2016 CONTROLLED COPY	<i>This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for your updated copy.</i>
---	--	---



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

WATER QUALITY MONITORING REPORT

Inspected by:

Tanza Water District

Littera Water District

NOV 09 2015

CONTROLLED COPY

11-12

Noted by:

Approved by:



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

CHLORINE LEVEL MAINTENANCE REPORT

Location:

Inspected by:

Prepared by: _____ Noted by: _____

Approved by:

WRP-005-00

Republic of the Philippines

TANZA WATER DISTRICT

Tanza, Cavite



TESTING SCHEDULE MONITORING

Date Updated:

Location	Type of Test	Frequency	Month												Remarks
			Jan	Feb	Mar	Apr	May	June	July	Aug.	Sept	Oct	Nov	Dec	
		Plan													
		Actual													
		Plan													
		Actual													
		Plan													
		Actual													
		Plan													
		Actual													
		Plan													
		Actual													
		Plan													
		Actual													
		Plan													
		Actual													
		Plan													
		Actual													
		Plan													
		Actual													
		Plan													
		Actual													
		Plan													
		Actual													
Tanza Water District	Tanza Water District														
		Plan													
		Actual	OCT 27 2016												
	MASTER COPY	CONTROLLED COPY													

Inspected by:

Prepared by:

Noted by:

Approved by:

WRP-006-00



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

PUMPING STATION MONITORING CHECKLIST

Date: _____
Time of Duty: _____
Pumping Station: _____

Pumping Station Checklist	Reading	Time
Static Water Level		
Pumping Water Level		
Voltage		
Pump Capacity		
Current		
Flowmeter AM		
Flowmeter PM		
Water Tank AM		
Water Tank PM		
Generator Checklist	Remarks	Time
Fuel		
Oil		
Water		
Motor On		
Motor Off		
Duration		
Cleaning Control Panel		

WRP-006-00



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

PUMPING STATION MONITORING CHECKLIST

Date: _____
Time of Duty: _____
Pumping Station: _____

Pumping Station Checklist	Reading	Time
Static Water Level		
Pumping Water Level		
Voltage		
Pump Capacity		
Current		
Flowmeter AM		
Flowmeter PM		
Water Tank AM		
Water Tank PM		
Generator Checklist	Remarks	Time
Fuel		
Oil		
Water		
Motor On		
Motor Off		
Duration		
Cleaning Control Panel		

WRP-006-00



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

PUMPING STATION MONITORING CHECKLIST

Date: _____
Time of Duty: _____
Pumping Station: _____

Pumping Station Checklist	Reading	Time
Static Water Level		
Pumping Water Level		
Voltage		
Pump Capacity		
Current		
Flowmeter AM		
Flowmeter PM		
Water Tank AM		
Water Tank PM		
Generator Checklist	Remarks	Time
Fuel		
Oil	Tanza Water District	
Water		
Motor On	OCT 27 2016	
Motor Off		
Duration	MASTER COPY	
Cleaning Control Panel		

WRP-006-00



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

PUMPING STATION MONITORING CHECKLIST

Date: _____
Time of Duty: _____
Pumping Station: _____

Pumping Station Checklist	Reading	Time
Static Water Level		
Pumping Water Level		
Voltage		
Pump Capacity		
Current		
Flowmeter AM		
Flowmeter PM		
Water Tank AM		
Water Tank PM		
Generator Checklist	Remarks	Time
Fuel		
Oil		
Water		
Motor On		
Motor Off		
Duration		
Cleaning Control Panel		

Tanza Water District

NOV 02 2016

CONTROLLED COPY



PUMP OPERATION CHECKLIST

Time of Duty: _____

Date: _____

Pumping Station	Static Water Level		Pumping Water Level		Voltage		Current	
	Reading	Time	Reading	Time	Reading	Time	Reading	Time

Water Treatment Checklist:

Pumping Station	Pressure Monitoring		Pump Water Level		Chlorinator & Chlorine Monitoring			Pump Capacity	
	Reading	Time	Reading	Time	Setting	Mixture	Time	gpm	time

Pumping Station No.

Time Prepared: _____

Remarks:

Tanza Water District
OCT 27 2016
MASTER COPY

Tanza Water District
NOV 02 2016
CONTROLLED COPY

Accomplished by: _____

Received by: _____